

HARBOR MASTER

JOB DESCRIPTION SUMMARY

This is a full-time year-round position, monitoring and supervising the municipal harbor of the city of Bay Saint Louis, MS. The position requires an individual with skills in several different areas including, but not limited to, boating, knowledge of enforcement regulations, office management, record keeping, staff supervision and Council/Commission liaison. Basic mechanical, electrical and carpentry skills are also required in order to maintain the facilities overseen by the department. The Harbormaster is appointed by the Mayor, approved by the City Council, and is supervised by and reports to the Mayor. As a department head, the harbormaster oversees all other employees in the department. The person in this position must exercise a high degree of independence in carrying out the functions of the Harbor Department as described below, referring to the Harbor Commission when clarification of harbor guidelines or procedures is required. Good communication skills are necessary in dealing with the public and also with superiors and subordinates. Salary is negotiable for this position.

Qualifications:

Education:

Possesses a Bachelor's degree and / or equivalent work experience that includes marina or other related management experience and demonstrated capability in coordinating, supervising and administering the typical range of marina services.

Certifications, Licenses, and Training: (possess or be able to obtain upon employment)

- *Boating Safety Certificate or equivalent
- *CPR/AED life-saving certification
- *Valid MS Motor vehicle license
- *Restricted Radio Operator's License
- *Basic Fire Safety
- *Environmental Safety

Physical Ability:

Able to perform moderately demanding physical work involving climbing, kneeling, bending, crawling balancing or some combination of these abilities. S/he must be able to lift, carry, push and/or pull heavy objects (20-50lb). S/he must have adequate sight and hearing for the functions involved, with correction if necessary. S/he must be able to tolerate weather extremes when necessary to carry out the duties of the position.

Functions:**Enforce Harbor Regulations:**

Oversees the City's harbor. Patrols the harbor and enforces all relevant federal and state laws and regulations as well as city ordinances.

Respond to Emergency Situations:

Is available on call. Provides emergency response when called upon by the Coast Guard, Fire and Civil Defense. Assists Vessels in emergency situations.

Interact with Public:

Maintains good public relations. Responds to inquiries and complaints from boaters, fishermen and the general public in a timely and diplomatic manner. Maintains a noticeable presence in the harbor in order to educate and assist the public, answer questions and concerns and protect the boating public and vessels from unlawful activity. Telephone and/or VHF radio communication must be continuously available to the Harbormaster or the Department office. The public must have access to the Harbormaster or the Assistant Harbormaster during all business/office hours. These communication tools must be monitored and response must be timely.

Perform other Duties:

Performs other similar work related functions as required or as circumstances dictate and all other duties as assigned.

Administration:**Annual Review:**

Attends annual job performance review conducted by the Mayor.

Log Recording:

Maintains logs for all town vessels and vehicles under the jurisdiction of the Harbormaster's office.

Slips:

Administers slip applications and waiting list (as detailed in Municipal Harbor Standard Operating Procedures). Manages the collection of fees for slips. Maintains records of fees collected, applications received and slip waiting lists and has them available at all times for the Harbor Commission, City Council and Mayor.

Pump-out Facilities:

Ensures that pump-out boat schedules are maintained and staffed and that the pump-out facility is available during normal business hours.

Operating Budgets:

Prepares and administers department's operating and personnel budgets, purchases equipment and supplies as needed, and prepares reports on these activities.

Personnel:

Oversees and directs all department personnel. Generates work, training schedules, payroll and documents for the City Clerk and also informs the Mayor of the number of work hours needed for the effective operation of the department. Manages employees scheduled work hours within budgeted hours.

Website:

Ensures that Harbormaster's page on the City website is current and updated, as necessary.

Facilities Maintenance:

Plans and implements maintenance, repair, renovation and/or upgrade of all harbor facilities. This includes docks, piers, ramps, moorings, as well as vehicles, pump-out facilities, watercraft, buildings, and other related structures under the responsibility of the Harbormaster.

Department Liaison:

Attends all regularly scheduled meetings of the Harbor Commission or sends an appropriate delegate. Attends other relevant board/commission meetings as requested by the City Council and/or Mayor and presents oral and/or written reports at any of these meetings when requested.

Availability:

It is expected that performing the functions of this position will not always fit into a regular 40-hour schedule and that work schedules will vary between the high boating season (April-October) and the rest of the year. The Harbormaster must be readily available for urgent situations in off-hours, i.e. on call at all times. It is also reasonable to expect that the Harbormaster may be out of range at times, but those times must be explicitly covered by a capable substitute (e.g. an Assistant Harbormaster). Vacation time may not be used during the months of June, July, August and September (without explicit permission from the Mayor) and is discouraged during the months of April, May and October. It is expected that the winter months will be mainly occupied with office and record maintenance and upgrades as well as employee training and recertification. Facility repairs are to be completed during the winter months so that all docks, ramps and piers are usable and in good repair by March 15.

This job description does not constitute an employment contract between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Submit resume to: Bay St. Louis City Hall
HARBOR MASTER
COMMUNITY DEVELOPMENT DEPT.
ATTENTION: PAULA FAIRCONNETUE
688 Highway 90, Bay St. Louis, MS 39520

For information please call
(228)466-5458

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